

RECRUITMENT INFORMATION PACK

Caretaker – Bradford Homeless Partnership - Families

Hours: 35 hours per week (shift pattern can be discussed and agreed)

Salary: £12 per hour

Annual Holidays: 6 weeks plus bank holidays

Location: Bradford



Being part of an organisation that makes a difference - Horton Housing Association

Horton Housing manages more than 30 different housing, training and support services across Bradford, Calderdale, Kirklees and North Yorkshire.

We work with people experiencing a wide range of circumstances, including homelessness, drug and/or alcohol issues, ill-health, unemployment and domestic violence. We work with people of all ages, refugees, Gypsies and Travellers, people with disabilities and people with offending histories.

We have a wide range of accommodation schemes in the community. We also provide specialist accommodation, including a home from hospital scheme, Gypsy and Traveller sites in North Yorkshire and Group Living Services for young people. We offer support for people living in their own homes and we run a training centre that helps people find work or develop skills for everyday life.

Horton Housing is committed to equality, diversity and inclusion (EDI) and providing services that are inclusive and accessible for everyone.

OUR PEOPLE

Horton Housing Association (HHA) is committed to being a great place to work for everyone who works here, and we get some really positive feedback from our colleagues.

In our recent annual colleague survey, more than 9 out of 10 respondents told us that:

- They had a good relationship with their line manager
- HHA's values align with their own
- They believe that Horton's work positively impacts people's lives
- They feel involved in their work.

And when we asked some of our colleagues about the best part of working at HHA here's a snapshot of what they told us.

- *"The people. The people I work with. Every person's different and that's what I like about it, and I like watching people changing their lives."*
- *"The Training is the best bit of it. It equips you to do the job role as successfully as you can. It's very rewarding, it's been fantastic, I wouldn't change it for the world."*

In short, we care about people. We work hard to be a great place to work, so that we can improve lives together.



About the department

Bradford Homeless Partnership (BHP) provides short-term temporary and emergency accommodation and support for people who Bradford Local Authority owe a statutorily (legally) homeless duty. The aim of the service is to prevent the most vulnerable people from experiencing homelessness and rough sleeping. The three separate elements delivered by Horton are; families, including single parents, single men and single women.

Referrals are accepted 24/7 through the Housing Options Service. BHP offers tailored, person-centred and trauma informed support. Information, signposting and/or support will be provided to address independent living skills, mental health, substance misuse, and employment access. Resettlement assistance can be provided for up to 2 weeks after the people who we support move on.

A variety of temporary accommodation options are provided, catering to a range of needs, with a focus on safety and quality. Accommodation includes buildings with 24/7 access to on-site support and security.

BHP collaborates with local agencies to empower individuals and enhance independence. Our key service outcomes focus on securing long-term housing for the individuals we support and ensuring they achieve sustained tenancies.



Message from the Recruiting Manager

Hello,

Thank you for your interest in this role. This is an exciting opportunity to be part of a new service, designed to provide vital support to individuals experiencing homelessness. As we establish and develop this service, your contributions, skills, and expertise will be instrumental in ensuring a safe, clean, and welcoming environment for those we support.

As a Caretaker, you will play a key role in maintaining the internal and communal areas of a range of properties, from stand alone flats to 26-bed hostels. Your responsibilities will include carrying out maintenance and minor repairs, ensuring void properties are ready for re-letting, and maintaining high standards of hygiene and cleanliness across both sites. You will also be responsible for maintaining external areas, ensuring that they are clean, tidy, and safe for residents and visitors.

Working closely with the team, you will help sustain stock and inventory levels, report and manage repairs, and assist in the provision of aids and adaptations within service properties.

This is a rewarding role within a dedicated team that is passionate about making a meaningful impact. We take a trauma-informed approach to our work, recognising the challenges faced by those we support, and ensuring our services are delivered with empathy and respect. Your role will be central in creating and maintaining a safe and comfortable living environment, allowing frontline teams to focus on delivering life-changing support.

You will receive comprehensive training and ongoing development opportunities, helping you to build your skills and grow within the organisation. We also offer excellent benefits, including generous annual leave and access to an Employee Assistance Programme.

If you have experience in property maintenance, take pride in creating well-maintained and welcoming environments, and are committed to supporting a service that makes a real difference, we would love to hear from you.

I look forward to receiving your application.

Best wishes,

James Allen
Head of Service



Job Description

REPORTS TO: Service Manager

You will be responsible for maintenance and minor repair work at Bradford Homeless Partnership. You will be responsible for the internal and communal areas. You will ensure void properties are ready for re-let, report/ manage repairs; sustain stock and inventory levels. You will maintain high standards of hygiene and cleanliness across both sites, externally and internally.

RESPONSIBILITIES

- Carry out maintenance and minor DIY/repair work.
- Undertake domestic duties for example: clearing sharps, hanging curtains,
- washing and changing bedding, cleaning and refurbishing flats ready for reletting
- Clear and tidy external areas to ensure that they are free from litter, leaves etc and are maintained in a clean and tidy state.
- Maintain grounds including grass cutting, hedge trimming, weeding etc.
- Comply with all Health and safety requirements in accordance with legislation and the organisations policies and risk assessments.
- Assist in the work to provide aids and adaptations within the service properties.
- Assist with the delivery, collection and disposal of furniture.
- Assist with inventory checks and stock checks
- Maintain and create a safe and welcoming environment for tenants and visitors
- To participate in meetings as required
- Performing any other duties from time to time that may reasonably be required
- Undertaking the above duties in accordance with Horton Housing Associations
- Policies and Procedures

Person Specification

ESSENTIAL

- Experience of carrying out a varied range of maintenance and repair work to a professional standard.
- Experience of carrying out domestic duties to high standards of hygiene and cleanliness.
- Previous employment in a property maintenance capacity or related field
- Understanding of the potential risks to health, safety and welfare encountered in maintenance work
- Experience of general maintenance jobs such as changing locks, unblocking drains, gutters and waste pipes, servicing doors, gates, furniture removals etc.
- An understanding of Health & Safety, COSHH.
- A full UK driving licence and access to a vehicle that can be insured for business use



- In addition to the above, it is expected that you will:
 - Maintain professional boundaries
 - Have a commitment to Equality, Diversity and Inclusion
 - Are willing to undertake any further training required
 - Are able to work flexibly to meet the needs of the service/department

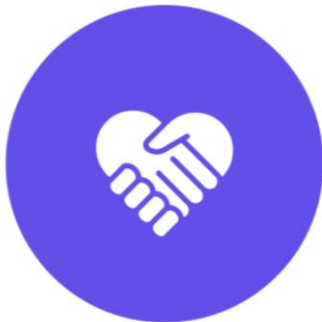


Our Values



Be Supportive

We are kind, helpful and caring. We create safe spaces where people are listened to with compassion, empathy and understanding.



Be Respectful

We are inclusive and approachable. We work together in an open and transparent way to build trust and understanding.



Be Bold

We are positive, empowering and resilient. We are ambitious and work flexibly to provide opportunities for growth.

Our Commitment to Equality, Diversity and Inclusion

HHA aims to be an equal opportunities employer. HHA is committed to ensuring that no job applicant or colleague receives less favourable treatment on the grounds of a protected characteristic, criminal history or any factors irrelevant to a person's ability to do a job, at any stage of the recruitment process or in the terms and conditions offered. We are committed to equality of opportunity, to being fair and inclusive, and to being a place where everyone belongs. To achieve this we are committed to actions that will increase diversity and to encourage applications from candidates who are underrepresented in sections of our workforce. We are a Disability Confident and Clean Sheet Employer.



What can you expect from working at Horton Housing Association?

Community Culture

At Horton Housing, our working culture is one based on trust, respect and inclusion. We focus on open communication, starting from the very top with consistent communication from our Chief Executive Officer (CEO). With regular meetings across schemes and departments, we really are a community who can rely on each other.

Personal Growth

We offer a multitude of development opportunities for our colleagues, including: funded qualifications, job shadowing, secondments, and internal promotions or movements across different schemes and departments.

Wellbeing

We know that work/life balance is at the heart of employee wellbeing. That's why our full time work week is only 35 hours, and we offer flexible working where possible. We also offer 6 weeks holiday (+ Bank Holidays) so you can spend more time doing what you love.

We're partnered with Health Assured to offer you free counselling available 24/7, a confidential helpline, and an app offering a range of wellbeing resources (health plans, meditation, recipes, and podcasts).

Because Financial Wellbeing is as important as mental wellbeing, we also offer an interest free employee loan scheme up to £1200.

Taking Pride in Our Vision

At Horton we always strive to deliver the best and meet the highest standards – whether this be our accommodation, support, maintenance or central services teams. We value the unique skills and experience that each of our colleagues bring to help us achieve our ambitious goals.

Empowering You to Succeed

HHA is a Strength Based Organisation, and just as we recognise the people we support to be experts in their own lives, we recognise our colleagues as experts in their roles – and encourage everyone to work with autonomy and pride. To help you reach your potential with us, we offer a range of internal training courses, including a thorough induction when you start.

Colleague Engagement

There are lots of opportunities to get involved at Horton, with a Wellbeing and EDI group open for anybody to join and have their say. We also post good news and announcements across the organisation on our SharePoint. You may even be interviewed for our quarterly magazine!

Did you know: Our CEO started with HHA as a Support Worker and worked all the way up!



How to Apply

To apply for this role, please complete the application form in full via our website.

We shortlist based on each vacancy's job description. As such, please tailor your application to the person specification, stressing how you meet the essential criteria.

Contact us

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